

**FINAL AGENDA**  
**18<sup>th</sup> meeting of the ILAC Inspection Committee**  
**1400 – 1700 CET – Thursday 22<sup>nd</sup> April 2021 online**

Item	Subject	Responsibility	References / Documents	Comments and expectations
1	Opening of the meeting	Chair		Outline how the meeting will run
2	Introduction of participants & apologies	All		Attendance list
3	Approval of the draft agenda	All	2021 (18) A3-1 ILAC IC (17) Draft agenda	AOBs welcome Final agenda
4	Approval of the draft minutes of the 17 <sup>th</sup> ILAC IC meeting held on 28 <sup>th</sup> October 2020 online	All	<a href="#">2021 (18) A4-1 ILAC IC (17) Draft MoM</a>	Approval of the draft minutes of the 17 <sup>th</sup> IC meeting online
5	Review of action list from 17th ILAC IC meeting held on 28th October 2020 online	Chair	<a href="#">2021 (18) A5-1 ILAC IC (17) Action list</a>	Update the latest position on actions arising from the 17 <sup>th</sup> IC meeting online
6	Maintenance group for ILAC P15	Brahim H		Following the decision to disband WG6, this TFG was established to manage any matters arising from P15.  Any update needed will be provided by the Convenor
7	Questions extracted from P15	Chair/Arne L	<a href="#">2021 (18) A7-1 P15 Q4 Impartiality v2</a> <a href="#">2021 (18) A7-2 P15 Q6 Management v3</a> <a href="#">2021 (18) A7-3 P15 Q7 Resources v2</a> <a href="#">2021 (18) A7-4 P15 Q8 Facilities and equipment v2</a> <a href="#">2021 (18) A7-5 P15 Q9 Facilities and</a>	A number of the P15 questions have been reworked after the Oct 2020 meeting. Revised responses will be presented.  Decision on whether to approve TFG proposals.

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			<a href="#">equipment v2</a> <a href="#">2021 (18) A7-6 - P15 Q12 Inspection methods and procedures v2</a> <a href="#">2021 (18) A7-7 - P15 Q15 Independence type A v2</a> <a href="#">2021 (18) A7-8 - P15 Q16 Independence type C v2</a>	
8	Questions from members	Chair		No questions received
9	Task force group - Sampling issues	Geoff H		Following the decision at the last IC meeting to set up a TFG to consider issues/guidance for sampling. The TFG Convenor will provide an update (if any)
10	Log of anomalies, inconsistencies and occurrences of lack of clarity in ISO/IEC 17020	Chair/Arne	<a href="#">2021 (18) A10-1 Log of anomalies, inconsistencies and occurrences of lack of clarity in ISO/IEC 17020</a>	IC approval of log
11	Review of ILAC IC document list	Chair	<a href="#">2021 (18) A11-1 ILAC IC Document list</a>	Identification of documents scheduled for review or in need of revision
12	ILAC AIC update – <b>to include ILAC G19 Forensics, OIML</b>	Erik O		For information: verbal update on the progress of the revision of ILAC G19 (being managed by WG in ILAC AIC) <b>and other relevant matters from the ILAC AIC</b>

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13	Any other business	All Chair/Julian W	Grain and Feed Association (GAFTA) Code of practice requirements for ISO/IEC 17020 accreditation – suggestion for ILAC to contact	For information
14	Review any decisions and resolutions	Secretary		Agree decisions/resolutions
15	Next meeting	Chair/All		Identify needs for additional IC agenda items Arrangements for next meeting